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Approved For Release 2001/08/14 : CIA-RDP79T01762A001100040018-4

Executive Registry

71-41474

27 July 1971

MEMORANDUM FOR: Deputy Director for Intelligence
Deputy Director for Plans
Deputy Director for Science and Technology
Deputy Director for Support

SUBJECT : Security in the CIA Historical Program

1. Recently I reviewed with the Chief of the CIA Historical Staff, the security system in effect in the Agency Historical Program. I asked him to examine the present system with members of his staff and with the Office of Security, and to recommend additional security measures if they seemed warranted.

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2. [REDACTED] describes the current system in the attached statement. He points out that a control system has been in effect from the beginning of the Program; that responsibility for safeguarding a history rests with the component in which the history originates; and that dissemination is strictly limited, and is controlled by the component of origin.

3. As a result of our review, it appears that there are three respects in which the security of the Historical Program can be strengthened. These are:

a. Introduction of semi-annual audits of histories. In January and July of each year, each component will send to the Chief of the Historical Staff, through the component and directorate historical officers, (1) an inventory of all histories for which the component is responsible, showing the location of each, including all copies and drafts, and (2) a list of names of all readers, since the last report, with their components.

b. Destruction or registration of all draft manuscripts. Normally all preliminary, partial, and final drafts of manuscripts will be destroyed when a history has been approved. If there is good reason for preserving a draft this may be done, provided that in each instance the draft is registered in the same way as an extra copy of a finished history and is included in the semi-annual audit.

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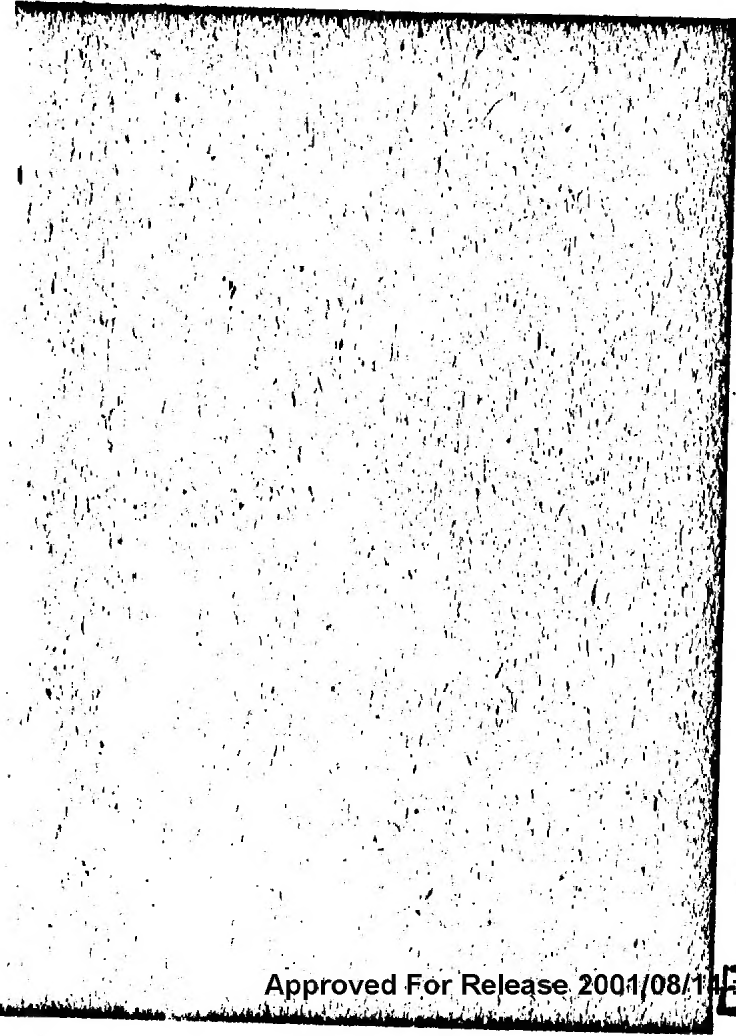
c. Extra copies of published histories. Where copies in excess of the four which are now allowed are desired, permission to make them must be secured from the deputy director or his designee of the directorate of origin of the history. The Historical Staff must be notified, so that its records may be adjusted, and the extra copies must be registered and entered in the list of completed histories held by the component of origin. These extra copies will be included in the semi-annual report.

4. I have asked the Chief of the Historical Staff to issue instructions to all historical officers and writers calling for a semi-annual inventory of all histories with a list of readers, the destruction or registration of all drafts and partial drafts, and authorization to produce extra copies of histories, which must also be registered.



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L. K. White
Executive Director-Comptroller



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TRANSMITTAL SLIP		DATE <i>22 Feb 73</i>
TO: [REDACTED]		
ROOM NO. <i>6622</i>	BUILDING <i>Headquarters</i>	
REMARKS: <i>For your information and action, esp. 3C.</i>		
FROM: [REDACTED]		
ROOM NO. <i>203</i>	BUILDING <i>Key</i>	EXTENSION <i>2621</i>
FORM NO. 241 1 FEB 55		REPLACES FORM 36-8 WHICH MAY BE USED.

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